



## The Maryland Department of Juvenile Justice

# Maryland Standards for Juvenile Detention Facilities

Appendices 6-7

**Every child will become a self-sufficient productive adult.**

*Parris N. Glendening*  
Governor

*Kathleen Kennedy Townsend*  
Lt. Governor

*Bishop L. Robinson*  
Secretary

November 1, 2000

## **Appendices 6 & 7**

Appendix 6.....	Department of General Services Records Retention and Disposal Schedule No. 1384
Appendix 7.....	Annotated Code of Maryland / COMAR

## *Appendix 6*

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 1384

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF JUVENILE SERVICES

RESIDENTIAL FACILITIES

Item No.	Description	Retention
	<p>This schedule supercedes all the following previous outdated schedules: 224, 287, 598, 686, 686-A, 728, 1054 and 1144. This schedule covers all the records maintained by the Department in the following residential facilities: Charles H. Hickey, Jr. School, Montrose School, Boys' Village of Maryland, Thomas J.S. Waxter Children's Center, Arthur G. Murphy S. Youth Services Center, Maryland Youth Residence Center, Patterson House, Boys Group Home, Alfred D. Noyes Children's Center, J. DeWeese Carter Youth Facility, and all DJS Youth Centers.</p> <p>Moreover, this schedule shall also apply to all future facilities administered by the Department.</p>	
1	<p><u>HEADQUARTERS RECORDS - Office of the Assistant Secretary for Residential Facilities</u></p> <p>This series encompasses all records maintained at 321 Fallsway and includes all activity dealing with confidential issues with the Office of the Secretary and Deputy Secretary; inter and intra-state issues and policies involving Federal, State and Local agencies; and matters dealing with the Judicial Branch of the Government Court. Examples of the files maintained at Headquarters are listed as follows:</p> <ul style="list-style-type: none"> <li>- Files on Residential Facilities including, but not limited to, issues of personnel, contracts, lease information, special incident reports, reports, documents, publications and all correspondences received from the Facility Superintendents.</li> </ul>	

Approved by Department  
Secretary, or Division Representative

10/9/91 *Al Murphy* Deputy Secretary  
*John J. [Signature]* Director of Administration and Facilities  
Date Signature Title

Reviewed and Approved by

11/4/91 *[Signature]*  
Date Signature Title

**RESOURCES RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)**

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Item No.	Description	Retention
	<p><u><b>HEADQUARTERS RECORDS - Office of the Assistant Secretary for Residential Facilities (Continued)</b></u></p> <ul style="list-style-type: none"> <li>- Research documents concerning the operation of the Department and residential facilities.</li> <li>- Correspondence and memoranda completed by Assistant Secretary responding to the issues regarding the internal organization as well as the external environment.</li> <li>- All correspondence received from the Office of the Secretary, Deputy Secretary and Assistant Secretaries, as well as administrators and superintendent including, but not limited to special programs, projects, issues involving the Legislature, policies and procedures defining residential facilities and other related issues.</li> <li>- From January 1990 to present, all matters concerning the operation of all residential facilities for juvenile offenders.</li> </ul>	<p>Screen annually. Destroy materials no longer needed for current business. Directives and other materials related to planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Maryland State Archives.</p>
2	<p><u><b>PERSONNEL FOLDERS</b></u></p> <p>This series includes all standard personnel forms as well as other personnel media which provide supporting data for both special and general personnel records.</p> <p>Upon selection of employment within the the Department of Juvenile Services, either as a new hire, transfer, reinstatement or temporary employee, a personnel folder is prepared. This folder may contain all or some of the following documents:</p> <ul style="list-style-type: none"> <li>- Application</li> <li>- Appointment Letter</li> <li>- Correspondence Relating to New Appointment</li> <li>- Personnel Payroll Form</li> </ul>	

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Item No.	Description	Retention
	<p><u>PERSONNEL FOLDERS</u> (Continued)</p> <ul style="list-style-type: none"> <li>- Personnel Position Act Request</li> <li>- Personnel Recruitment Screening Report</li> <li>- Personnel Transaction Form</li> <li>- Employee Withholding Exemption Certificate</li> <li>- Designation of Beneficiary Form</li> <li>- Retirement Form</li> <li>- Affirmative Action Plan</li> </ul> <p>During continued employment, the folder may contain the following:</p> <ul style="list-style-type: none"> <li>- Police Checks</li> <li>- EAP Referral Letters and Correspondence</li> <li>- Grievance Actions</li> <li>- Orientation Program</li> <li>- MS 22</li> <li>- MS 100</li> <li>- Employment History</li> <li>- Commendations</li> <li>- Counseling Sessions</li> <li>- Efficiency Ratings</li> <li>- General Correspondence</li> <li>- Health Insurance Benefits Forms</li> <li>- Leave Forms</li> <li>- Probations</li> <li>- Resumes</li> <li>- Reclassifications</li> <li>- Training Information</li> <li>- Sick Leave Control Conference Forms</li> <li>- Substance Abuse Police Acknowledgement of Receipt</li> <li>- Summer Employment</li> <li>- Suspension Actions</li> </ul> <p>The final documents in the folder are a personnel payroll form and the following:</p> <ul style="list-style-type: none"> <li>i. Letter of Resignation</li> <li>ii. Retirement</li> <li>iii. Transfer</li> <li>iv. Dismissal</li> </ul>	<p>Retain for five (5) years after termination of employment, then destroy</p>
3	<p><u>HISTORY CARDS</u></p> <p>Upon being selected for employment within a residential facility as a new hire, transfer, reinstatement or a temporary</p>	

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	<p><u>HISTORY CARDS (Continued)</u></p> <p>employee, a personnel history card is prepared. This record will contain, but is not limited to the following data:</p> <ul style="list-style-type: none"> <li>- Name</li> <li>- Address</li> <li>- Social Security Number</li> <li>- Telephone Number</li> <li>- Race</li> <li>- Sex</li> <li>- Birthdate</li> <li>- Increment Date</li> <li>- Entry on Duty Date</li> <li>- Classification</li> <li>- Effective Date of Classification</li> <li>- Employment Status</li> <li>- Salary</li> <li>- Position Identification Number</li> </ul> <p>Each reclassification, promotion, demotion, salary change, extended probation, title change, address or telephone number change is duly noted on the card.</p> <p>The last entry on the history card would be one of the following:</p> <ul style="list-style-type: none"> <li>- Resignation</li> <li>- Retirement</li> <li>- Transfer</li> <li>- Dismissal</li> <li>- Expiration</li> </ul>	<p>Retain for five (5) years after termination of employment, then destroy</p>
4	<p><u>PERSONNEL IDENTIFICATION NUMBER CARDS</u></p> <p>This record series contains information pertinent to the status of a specific position within the Department of Juvenile Services. This record includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>- Position Identification Number</li> <li>- Classification</li> <li>- Last Encumbent</li> </ul>	<p>PIN Cards will be retained permanently, transfer periodically to State Archives</p> <div data-bbox="1055 1575 1380 1785" style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>CONFIDENTIAL</p> </div>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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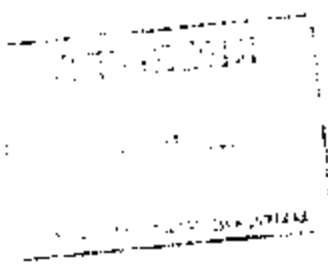
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ITEM NO.	Description	Retention
5	<p><u><b>SUPERINTENDENT FILES</b></u></p> <p>The superintendent for each youth correctional facility is responsible for the coordination of all aspects of the operation of the facility, including plant, employee, and juvenile offenders. Files are maintained for all administrative activities involving the facility operation; with confidential issues with the Department's Headquarters; matters dealing with Department and State Policy. Examples of files maintained in the office of the Superintendent are:</p> <ul style="list-style-type: none"> <li>- General files of general correspondence from the various areas of the facility, DJJ headquarters</li> <li>- Files of DJJ and facility policies and procedures</li> </ul>	<p>Retain for five (5) years and then destroy if no longer applicable</p>
6	<p><u><b>GENERAL FILES</b></u></p> <p>This series is comprised of release documents used for supportive information. Examples are as follows:</p> <ul style="list-style-type: none"> <li>- Bills for Supplies, Equipment or Services</li> <li>- Monthly Accident Reports, Sick Leave, Vacancy</li> <li>- Law Related Documents</li> <li>- Form Letters</li> <li>- Inventory Record</li> <li>- Outdated or Obsolete Forms</li> <li>- Clinical Services</li> <li>- Interdepartmental Letters and Memos</li> <li>- Expense Reports</li> <li>- Mileage Forms</li> <li>- Supply Requests</li> <li>- Correspondence and Memos on Programs or Field Services</li> <li>- Volunteer Coordinator Information</li> <li>- Departmental Policies and Regulations</li> <li>- Job Announcements</li> <li>- OSHA Documents</li> <li>- Certificates of Records Disposal</li> <li>- Monthly Statistical Requests</li> <li>- ISYS Printouts</li> <li>- Minutes of Meetings</li> </ul>	



Item No.	Description	Retention
	<p><u>GENERAL FILES (Continued)</u></p> <ul style="list-style-type: none"> <li>- Assorted Correspondence</li> <li>- General Requisition</li> <li>- Grievance Documents</li> <li>- Certificates of Records Disposal</li> </ul>	<p>Retain for three (3) years, then destroy</p>
7	<p><u>DAILY ADMISSION LOGS</u></p> <p>This series contains the documentation of each youth's admission to the facility. Examples of the type of information contained is as follows:</p> <ul style="list-style-type: none"> <li>- Admission Date</li> <li>- Admission Time</li> <li>- Youth's Name</li> <li>- Race</li> <li>- Sex</li> <li>- Date of Birth</li> <li>- Admitting County</li> <li>- County of Residence</li> <li>- Admitting Judge</li> <li>- Initial or Continued Detention</li> <li>- Name of Intake Person</li> </ul>	<p>Retain for three (3) years, then destroy</p>
8	<p><u>DAILY RELEASE LOGS</u></p> <p>This series is the documentation of a youth's release from the facility. Examples of the type of information contained is as follows:</p> <ul style="list-style-type: none"> <li>- Release Date</li> <li>- Youth's Name</li> <li>- County Detaining</li> <li>- Name and Agency of Person Receiving Custody of Youth</li> </ul>	<p>Retain for three (3) years, then destroy</p>
9	<p><u>DAILY POPULATION RECORD</u></p> <p>This series contains records of the day-to-day population of the facility. Examples of the contained information are:</p> <ul style="list-style-type: none"> <li>- Date</li> <li>- Facility Name</li> <li>- Listing of Residents</li> <li>- Number of Consecutive Nights of Detention</li> <li>- County Detaining</li> </ul>	

Item No.	Description	Retention
	<p><u>DAILY POPULATION RECORD (Continued)</u></p> <ul style="list-style-type: none"> <li>- Assigned Juvenile Counselor</li> <li>- Court Date</li> <li>- ISYS Report</li> <li>- Daily Totals of Youth Detained and Released</li> <li>- Authorized Absences</li> <li>- Unauthorized Absences</li> <li>- Number of Youth in Detention 21 Days and Over</li> <li>- Number of Male and Female Youth</li> </ul>	<p>Retain for three (3) years, then destroy</p>
10	<p><u>WORKERS COMPENSATION FIRST REPORT OF INJURY</u></p> <p>This series encompasses all materials related to employee related on duty accidents. The record will consist of:</p> <ul style="list-style-type: none"> <li>- Accident Leave Information</li> <li>- Medical Documentation</li> <li>- Related Correspondence with State Accident Fund, Medical Providers and Workmen's Compensation</li> </ul>	<p>Retained by facility until final disposition, then destroyed after five (5) years</p>
11	<p><u>DEPARTMENT OF PERSONNEL ANNUAL REPORTS</u></p> <p>This series contains all state-wide Department of Personnel and Department of Juvenile Services Annual Reports. Examples of the contents are:</p> <ul style="list-style-type: none"> <li>- Personnel Data and Statistics</li> <li>- Each Department's Number of Transactions, Grievances and Positions</li> <li>- Related Memos and Correspondence</li> </ul>	<p>Retain for five (5) years, then destroy</p>
12	<p><u>YOUTH RECORDS (CENTRAL FILES)</u></p> <p>This series is comprised of all materials related to youth while attending the facility. Examples of the materials included are:</p> <ul style="list-style-type: none"> <li>- Juvenile Court Order</li> <li>- Psychological Evaluation</li> <li>- Psychiatric Evaluation</li> <li>- Social History</li> <li>- Medical Consent Form</li> <li>- Face Sheet</li> </ul>	

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Item No.	Description	Retention
	<u>YOUTH RECORDS (CENTRAL FILES):</u> (Continued)	
	<ul style="list-style-type: none"> <li>- Progress Reports</li> <li>- Incident Reports</li> <li>- Drug and Alcohol Assessment</li> <li>- Behavioral Reports</li> <li>- Pre-admission Slip</li> <li>- Risk/Needs Form</li> <li>- Medical Information</li> <li>- Related Correspondence</li> <li>- Unit Notes</li> <li>- Court Reports</li> <li>- Case Notes</li> <li>- ISYS Printouts</li> </ul>	Retain for three (3) years following youth's release or until youth's 21st Birthday, whichever is sooner, then destroy.
13	<u>FIRE DRILL LOGS</u>	
	This series contains the documentation of the length of time used to evacuate facility buildings in a practice fire drill. Included will be the dates of the drills, along with the time involved.	Retain three (3) years, then destroy
14	<u>YOUTH MEDICAL RECORDS</u>	
	This series consists of all health care files of the youth in residence. Examples of the contents are:	Retained until youth reaches age twenty-one (21) years old, then destroy
	<ul style="list-style-type: none"> <li>- Face Sheet</li> <li>- Medical Consent</li> <li>- Admission Health Screen</li> <li>- Progress Notes</li> <li>- Physician's Order Sheet</li> <li>- Referral Forms</li> <li>- Laboratory Reports</li> <li>- Community Referral Reports</li> <li>- Medication Administration Records</li> <li>- Incident Reports</li> <li>- Psychotropic Drug Reports</li> <li>- Throat Culture Reports</li> <li>- Juvenile Court Orders Prescribing Specific Medical Care</li> </ul>	
15	<u>PSYCHOLOGICAL/PSYCHIATRIC REPORTS</u>	
	This series is comprised of psychological and psychiatric youth evaluation reports ordered by the Court.	Retain for five (5) years following youth's release or until youth's 21st Birthday, whichever is sooner, then destroy.

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Item No.	Description	Retention
16	<p><u>ACCOUNTING RECORDS</u></p> <p>This record series encompasses files on the budgetary record of the facility. Examples of the contents are as follows:</p> <ul style="list-style-type: none"> <li>- Payroll</li> <li>- Accounts Payable</li> <li>- Cash Receipts</li> <li>- Purchasing Orders</li> </ul>	<p>Retain for three (3) years, then destroy</p>
17	<p><u>VOLUNTEER SERVICES</u></p> <p>This series incorporates all materials pertaining to donations of time, services, and materials to the facility. Examples of the record are:</p> <ul style="list-style-type: none"> <li>- Monthly Reports</li> <li>- Policies and Procedures</li> <li>- Individual Volunteer Records</li> <li>- Activity Sheets</li> <li>- Donations</li> <li>- Acceptance Letters</li> <li>- Chapter I By-Laws, Notices, Meetings, and Announcements</li> <li>- Receipts</li> <li>- Purchase Orders</li> <li>- Notices</li> <li>- Related Correspondence</li> </ul>	<p>Retain for five (5) years, then destroy</p>
18	<p><u>DEPUTY SUPERINTENDENT'S FILES</u></p> <p>This series contains assorted documents which are kept by the Deputy Superintendent office. Examples of the contained materials are:</p> <ul style="list-style-type: none"> <li>- Informal Staff Records</li> <li>- General Correspondence</li> <li>- State, Departmental and Facility Related Policies and Procedures</li> <li>- Monthly Statistics</li> </ul>	<p>Retain for five (5) years, then destroy</p>
19	<p><u>DIETARY SERVICES</u></p> <p>This series consist of general records of food and equipment ordered and current price lists. Content examples are:</p>	

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	<p><u>DIETARY SERVICES</u> (Continued)</p> <ul style="list-style-type: none"> <li>- Purchase Orders</li> <li>- Receipts of Food</li> <li>- Receipts of Dietary Equipment</li> <li>- Contracts</li> </ul>	<p>Retain for three (3) years, then destroy</p>
20	<p><u>GENERAL MAINTENANCE FILES</u></p> <p>This series contains files for facility buildings, grounds and equipment. Examples of the materials included are:</p> <ul style="list-style-type: none"> <li>- Vehicle Accident Reports</li> <li>- Building Renovations</li> <li>- Permits and Licenses</li> <li>- Maintenance Contracts</li> <li>- Equipment Information</li> <li>- Inventory Records</li> <li>- Related Correspondence and Memos</li> <li>- Fire Marshall Reports</li> <li>- Bid Documents</li> <li>- Form Letters</li> <li>- Maps</li> <li>- Toll Tickets</li> <li>- Timesheets</li> <li>- Personnel Policies</li> </ul>	<p>Retain for five (5) years, then destroy</p>
21	<p><u>VEHICLE RECORDS</u></p> <p>This series is comprised of documents used for information on cars, trucks, buses, vans, tractors, and heavy equipment. Content examples are:</p> <ul style="list-style-type: none"> <li>- Copies of Titles and Registration</li> <li>- Bills of Sale</li> <li>- Vehicle Service Information</li> <li>- Repair Invoices</li> <li>- Inspection Reports</li> <li>- Emission Test Results</li> <li>- Purchase Dates</li> <li>- Disposal Dates</li> </ul>	<p>Retain for one (1) year after the life of the vehicle, then destroy</p>
22	<p><u>BLUEPRINT FILE</u></p> <p>This series consists of blueprints of the facility buildings, grounds and under-ground wires and pipes and is used for renovation information. Examples are:</p>	

Item No.	Description	Retention
	<b><u>BLUEPRINT FILE (Continued)</u></b>  <ul style="list-style-type: none"> <li>- Blueprints of Existing and Proposed Buildings</li> <li>- Underground wires and pipes</li> </ul>	Retain permanently; transfer periodically to State Archives
23	<b><u>WORK ORDER FILES</u></b>  This series is comprised of copies of all work orders completed by the facility maintenance department for future use in building maintenance. The file will contain completed work orders for all buildings, grounds and vehicles.	Retain for four (4) years, then destroy
24	<b><u>MILEAGE FORM FILES</u></b>  This series contains copies of all mileage forms filed with the Department of Budget and Fiscal Planning for future reference as required. Examples of this record are: <ul style="list-style-type: none"> <li>- Copies of Monthly Mileage Forms</li> <li>- Vehicle Acquisition and Disposal Reports</li> <li>- Related Correspondence and Memos</li> </ul>	Retain for five (5) years, then destroy
25	<b><u>TIMEKEEPING</u></b>  This series encompasses all materials related to employee working hours. Examples of the file are: <ul style="list-style-type: none"> <li>- Employee Time/Status Reports</li> <li>- Day Corrections and 10 Corrections</li> <li>- Time Cards and overtime Authorizations</li> <li>- FABS Printouts for Employee Leave Records</li> <li>- Monthly Sick Leave Reports</li> <li>- Quarterly and Annual Sick Leave Reports</li> </ul>	Retain for five (5) years or until audited, whichever is sooner, then destroy.
25	<b><u>PRINCIPAL'S FILES</u></b>  This series incorporates all documentation and correspondence regarding the Education Program; Funding Sources; Budgetary; and Program Management from the office of the Principal. Examples are: <ul style="list-style-type: none"> <li>- Cumulative Student Educational Records</li> <li>- Program Results Involving Achievement Test Data</li> </ul>	

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Item No.	Description	Retention
	<p><u>PRINCIPAL'S FILES</u> (Continued)</p> <ul style="list-style-type: none"> <li>- Budgetary and Purchasing Information</li> <li>- General Program Procedures</li> <li>- Policies</li> <li>- State and Federal Projects</li> </ul>	<p>Retain for ten (10) years, then destroy</p>
27	<p><u>SPEECH/LANGUAGE FILES</u></p> <p>This series consist of all materials relating to youth's speech and language assessment needs and treatment. Examples of the contents are:</p> <ul style="list-style-type: none"> <li>- Individual Educational Plans</li> <li>- Contracts</li> <li>- Policies and Procedures</li> <li>- Assessment Plans</li> <li>- Instructional Materials</li> <li>- Test Forms</li> <li>- Testing Materials</li> <li>- Statistics</li> <li>- I.E.P. Goals</li> <li>- Therapy Materials</li> <li>- Related Correspondence and Memos</li> </ul>	<p>Retain for five (5) years following youth's release or until youth's 21st Birthday, whichever is sooner, then destroy.</p>
28	<p><u>ADMINISTRATIVE FILE FOR EDUCATION PROGRAM</u></p> <p>This series is comprised of materials relates to the operation of the Educational Component of the facility. Material examples are:</p> <ul style="list-style-type: none"> <li>- Personnel Records</li> <li>- Administrative Directives</li> <li>- Timesheets</li> <li>- Attendance Forms for Staff and Students</li> <li>- Policies and Procedures</li> <li>- Supply Requisitions</li> <li>- Educational Committee Records</li> <li>- Staff Evaluations</li> <li>- Unit Rosters</li> <li>- Permission Slips</li> <li>- Commissary Records</li> <li>- Detention Records</li> <li>- Special Education Forms</li> <li>- Inventories</li> <li>- Related Correspondence</li> </ul>	<p>Retain for five (5) years, then destroy</p>

Item No.	Description	Retention
29	<p><u>REGULAR EDUCATION FILES</u></p> <p>This series contains all materials related to youth in the regular educational program while attending a residential facility. Examples of contents are as follows:</p> <ul style="list-style-type: none"> <li>- Roll Books</li> <li>- Daily Logs</li> <li>- Lesson Plan Books</li> <li>- Test Scores</li> <li>- Inventory of School Supplies</li> <li>- Teacher's Individual Work Folders</li> <li>- Teacher Evaluations</li> <li>- Tapes (Student Record, Courses)</li> <li>- Educational Progress Reports</li> <li>- Computer Reports</li> <li>- Attendance Reports</li> <li>- Transcripts</li> <li>- Educational Management Plan Forms (w/Data)</li> <li>- Face Sheets</li> <li>- Classroom Contracts</li> <li>- Teacher Resource Material</li> <li>- Related Correspondence</li> </ul>	<p>Retain roll books (student attendance) for fourteen (14) years, then destroy</p> <p>Retain all other listed items for five (5) years then destroy.</p>
30	<p><u>SPECIAL EDUCATION FILES</u></p> <p>This series consists of all materials related to youth in the Special Education Program while attending a residential facility. File examples are:</p> <ul style="list-style-type: none"> <li>- Face Sheets</li> <li>- Review Record</li> <li>- Tracking Sheet</li> <li>- SSIS Form</li> <li>- IEP</li> <li>- ARD Minutes</li> <li>- Psychological Report</li> <li>- Educational Assessment</li> <li>- Consentual Forms</li> <li>- Screening Forms</li> <li>- Social History</li> <li>- Public School Record</li> <li>- Maryland Student Transfer Record</li> <li>- Report Card</li> <li>- Progress Notes</li> <li>- Related Correspondence</li> <li>- Copies of Blank Forms</li> <li>- Statistical Reports</li> <li>- ARD Notices and Summaries</li> </ul>	<p>Retain for five (5) years following youth's release or until youth's 21st Birthday, whichever is sooner, then destroy.</p>



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Item No.	Description	Retention
31	<p><u>EDUCATIONAL GENERAL FILES</u></p> <p>This series consist of all the general files of the education department of the facility. Content examples are:</p> <ul style="list-style-type: none"> <li>- Statistical Report Forms</li> <li>- Memos and Correspondence</li> <li>- IEP Forms</li> <li>- ARD forms</li> <li>- Initial Screening Forms</li> <li>- Referral Forms</li> <li>- Notification Forms</li> <li>- Parental Release of Records Forms</li> <li>- Maryland State Transfer Record Forms</li> <li>- COMAR Regulations</li> <li>- Consent Decree</li> <li>- SSIS Forms</li> <li>- Sample Forms</li> <li>- Outdated Forms, Reports and Information</li> <li>- Sample Tests</li> <li>- MDLC Documents</li> </ul>	<p>Retain for five (5) years following youth's release or until youth's 21st Birthday, whichever is sooner, then destroy.</p> <p>Keep forms until no longer needed</p>
32	<p><u>EDUCATIONAL BUDGET FILES</u></p> <p>This series encompasses information concerning budget funding, as it pertains to the Education Program. Materials consist of information concerning Vocational, State and Special Education Funds, along with ECIA, Chapter I Funds.</p>	<p>Retain for five (5) years, then destroy</p>
33	<p><u>ON-SITE AUDITS, MONITORING AND EVALUATIONS</u></p> <p>This series consists of information and data resulting from the ECIA and MSDE Audits and Evaluations. Material examples are:</p> <ul style="list-style-type: none"> <li>- ECIA On-Site Audits</li> <li>- Maryland State Department of Education Special Education Monitoring</li> <li>- Evaluations</li> <li>- Special Education Audits</li> </ul>	<p>Retain for five (5) years, then destroy</p>
34	<p><u>GRAPHIC ARTS WORK SHEETS</u></p> <p>This series materials related to the graphic arts class of the educational program. Examples of the contents are:</p>	

Item No.	Description	Retention
	<u>GRAPHIC ARTS WORK SHEETS (Continued)</u> <ul style="list-style-type: none"> <li>- Blank Student Worksheets</li> <li>- Completed Worksheets</li> <li>- Lesson Plans</li> <li>- Contracts</li> </ul>	Retain for five (5) years, then destroy
35	<u>VOCATION EDUCATION GENERAL FILE</u>  This series contains information and data on Vocational Education funds. Examples of the materials are: <ul style="list-style-type: none"> <li>- Proposals</li> <li>- Grants</li> <li>- Budget Information</li> <li>- General Correspondence</li> </ul>	Retain for five (5) years, then destroy
36	<u>MASONRY RECORDS</u>  This series encompasses information pertaining to the facility education program. Material examples are: <ul style="list-style-type: none"> <li>- Inventory Files</li> <li>- Instructional Materials</li> <li>- Student Records</li> </ul>	Retain for five (5) years, then destroy
37	<u>SHOP RECORDS</u>  This series is comprised of all information dealing with students involved in the shop class of the Educational Program. Material examples are: <ul style="list-style-type: none"> <li>- Competency Profiles</li> <li>- Contracts</li> <li>- Incident Reports</li> <li>- Review Forms</li> <li>- Instructional Materials on the Electric Trades</li> </ul>	Retain for five (5) years, then destroy
38	<u>DAILY SHIFT REPORTS</u>  This series consists of daily reports of all activities that transpired on the Shift Coordinator's tour of duty.	Retain for five (5) years, then destroy
39	<u>FLOPPY DISC FILES</u>  This series consists of the back-up for the hard disc in the computer. Examples of materials are:	

Item No.	Description	Retention
	<b>FLOPPY DISC FILES (Continued)</b> Form Copies Documents Statistical Reports	Retain for five (5) years, then destroy
40	<b>ACADEMIC CLASSROOM RECORDS</b> This series consists of all materials relative to the academic classroom or the facility education program. Examples are: - Pre- and Post-test Scores - Hickey Scope and Sequence - WICAT Manuals - GED Materials - ARD Referral and Minutes - Answer Sheets - Computer Printouts - Incident and Review Reports - Woodcock Johnson Test Scores - Placement and Transfer Forms	Retain for five (5) years, then destroy
41	<b>UNIT LOG REPORTS</b> This series encompasses the individual unit daily log record of all activities that take place on the unit. Examples of contents are: - Shift Supervisors - Shift Population - All Population Changes - Unit Assignments - Special Incidents - All Population Activities	Retain for five (5) years, then destroy
	*****	*****  <div data-bbox="1062 1549 1403 1801" data-label="Text"> <p>RECEIVED JAN 17 1984 DEPARTMENT OF CORRECTIONS</p> </div>

## *Appendix 7*

ANNOTATED CODE OF MARYLAND  
CODE OF 1957  
ARTICLE 27. CRIMES AND PUNISHMENTS.  
I CRIMES AND PUNISHMENTS  
Abuse of Children or Vulnerable Adults

**Article 27, § 35C – Causing Abuse to Child.**

(a) Definitions. –

(1) In this section the following words have the meanings indicated.

(2) "Abuse" means:

(i) The sustaining of physical injury by a child as a result of cruel or inhumane treatment or as a result of a malicious act by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member, under circumstances that indicate that the child's health or welfare is harmed or threatened thereby; or

(ii) Sexual abuse of a child, whether physical injuries are sustained or not.

(3) "Child" means any individual under the age of 18 years.

(4) "Family member" means a relative of a child by blood, adoption, or marriage.

(5) "Household member" means a person who lives with or is a regular presence in a home of a child at the time of the alleged abuse.

(6) (i) "Sexual abuse" means any act that involves sexual molestation or exploitation of a child by a parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member.

(ii) "Sexual abuse" includes, but is not limited to:

1. Incest, rape, or sexual offense in any degree;
2. Sodomy; and
3. Unnatural or perverted sexual practices.

(b) Violation constitutes felony; penalty; sentencing –

(1) A parent or other person who has permanent or temporary care or custody or responsibility for the supervision of a child or a household or family member who causes abuse to the child is guilty of a felony and on conviction is subject to imprisonment in the penitentiary for not more than 15 years.

(2) If the violation results in the death of the victim, the person is guilty of a felony and upon conviction is subject to imprisonment for not more than 30 years.

(3) The sentence imposed under this section may be imposed separate from and consecutive to or concurrent with a sentence for any offense based upon the act or acts establishing the abuse.

ANNOTATED CODE OF MARYLAND  
CODE OF 1957  
ARTICLE 27. CRIMES AND PUNISHMENTS.  
I CRIMES AND PUNISHMENTS  
Abuse of Children or Vulnerable Adults

**Article 27, § 464G – Sexual acts with inmates prohibited**

(a) Definitions –

(1) In this section the following words have the meanings indicated.

(2) "Correctional employee" means:

(i) A correctional officer, as defined in § 8-201 of the Correctional Services Article; or

(ii) A head or deputy head of a correctional facility, including a sheriff, warden, superintendent, or any person having an equivalent title who is appointed or employed to supervise a correctional facility.

(3) "Inmate" means a person who is incarcerated in a State or local correctional facility or a community adult rehabilitation center.

(b) Prohibition of sexual acts by correctional employee or employee of Department of Juvenile Justice –

(1) A correctional employee may not engage in vaginal intercourse or a sexual act with an inmate.

(2) An employee of the Department of Juvenile Justice or of a licensee of the Department of Juvenile Justice may not engage in vaginal intercourse or a sexual act with an individual confined in a child care institution licensed by the Department of Juvenile Justice, a detention center for juveniles, or a facility for juveniles listed in Article 83C, § 2-117(a)(2) of the Code.

(c) Violation; penalties – A person who violates this section is guilty of a misdemeanor and on conviction is subject to a fine of not more than \$3,000 or imprisonment for not more than 3 years or both.

(d) Consecutive and concurrent sentencing – A sentence imposed for violation of this section may be separate from and consecutive to or concurrent with a sentence for any other offense under this subheading.

ANNOTATED CODE OF MARYLAND  
CODE OF 1957  
ARTICLE 83C. JUVENILE JUSTICE.  
Title 2. Department of Juvenile Justice.

**Article 83C, § 2-115 – Confidential records; research and development unit.**

(a) Confidential record defined -- In this section, "confidential record" means any record, report, statement, note, or other information that:

(1) Is assembled or obtained for research or study by the Department or the Secretary; and

(2) Names or otherwise identifies any person.

(b) Research and development unit – The Department shall have a unit for research and development. The unit shall:

(1) Compile accurate statistics and reliable information on all aspects of the juvenile program of this State;

(2) Monitor current developments in the field of juvenile justice;

(3) Assess existing programs and activities;

(4) Help develop new or improved means to prevent juvenile offenses and control and treat juvenile offenders;

(5) If necessary, initiate studies to help the Secretary in general planning and program development for the Department; and

(6) For these and related purposes, use research and information available from all sources.

(c) Confidential records – Transfer to custody of Department – Each confidential record that was assembled by the Juvenile Services Agency shall be transferred to the custody of the Department.

(d) Same – Retention of custody by Department – Each confidential record shall remain in the custody and control of the Department if:

(1) The Department assembled or obtained the confidential record; or



(2) The confidential record was transferred to the Department from the Juvenile Services Agency.

(e) Same – Use generally – The confidential record may be used only for the research and study for which it was assembled or obtained.

(f) Same – Disclosure – A person may not disclose any confidential record to any person who is not engaged in the research or study project.

(g) Same – Use or publication of certain statistics, information, etc. – This section does not apply to or restrict the use or publication of any statistics, information, or other material that summarizes or refers to confidential records in the aggregate, without disclosing the identity of any person who is the subject of the confidential record.

ANNOTATED CODE OF MARYLAND  
CODE OF 1957  
ARTICLE 83C. JUVENILE JUSTICE.  
Title 2. Department of Juvenile Justice

**Article 83C, § 2-118 (c)(2) – Same – Management and control.**

(c) Same - Locked door seclusion; restraints; abuse.

(2) Prohibit abuse of a child.

ANNOTATED CODE OF MARYLAND  
CODE OF 1957  
ARTICLE 83C. JUVENILE JUSTICE.  
Title 2. Department of Juvenile Justice

**Article 83C, § 2-119 – Advisory boards to State facilities**

(a) Authorized – With the consent of the State Advisory Board, the Secretary may establish an advisory board for 1 or more facilities.

(b) Composition – Each board shall consist of individuals who the Secretary and the State Advisory Board believe may be helpful in matters that relate to the effective operation and improvement of the facilities.

ANNOTATED CODE OF MARYLAND  
FAMILY LAW.  
TITLE 5. CHILDREN.  
Subtitle 7. Child Abuse and Neglect.

**§ 5-701 Definitions**

(a) In general -- In this subtitle the following words have the meanings indicated.

(b) Abuse – “Abuse” means:

(1) the physical or mental injury of a child by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member, under circumstances that indicate that the child's health or welfare is harmed or at substantial risk of being harmed; or

(2) sexual abuse of a child, whether physical injuries are sustained or not.

(c) Administration – “Administration” means the Social Services Administration of the Department.

(d) Central Registry – “Central registry” means any component of the Department's confidential computerized database that contains information regarding child abuse and neglect investigations.

(e) Child – “Child” means any individual under the age of 18 years

(f) Court – “Court” means:

(1) the circuit court for a county sitting as a juvenile court; or

(2) in Montgomery County, the District Court sitting as a juvenile court.

(g) Educator or Human service worker –

(1) "Educator or human service worker" means any professional employee of any correctional, public, parochial or private educational, health, juvenile service, social or social service agency, institution, or licensed facility.

(2) "Educator or human service worker" includes:

(i) any teacher;

(ii) any counselor;

(iii) any social worker;

(iv) any caseworker; and

(v) any probation or parole officer.

(h) Family member – "Family member" means a relative by blood, adoption, or marriage of a child.

(i) Identifying information – "Identifying information" means the name of:

- (1) the child who is alleged to have been abused or neglected;
- (2) a member of the household of the child;
- (3) a parent or legal guardian of the child; or
- (4) an individual suspected of being responsible for abuse or neglect of the child.

(j) Health practitioner –

(1) "Health practitioner" includes any person who is authorized to practice healing under the Health Occupations Article or §§ 13-516 of the Education Article.

(2) "Health practitioner" does not include an emergency medical dispatcher.

(k) Household – "Household" means the location:

- (1) in which the child resides;
- (2) where the abuse or neglect is alleged to have taken place; or
- (3) where the person suspected of abuse or neglect resides.

(l) Household member – "Household member" means a person who lives with, or is a regular presence in, a home of a child at the time of the alleged abuse or neglect.

(m) Indicated – "Indicated" means a finding that there is credible evidence, which has not been satisfactorily refuted, that abuse, neglect, or sexual abuse did occur.

(n) Law Enforcement Agency –

(1) "Law enforcement agency" means a State, county, or municipal police department, bureau, or agency.

(2) "Law enforcement agency" includes:

- (i) a State, county, or municipal police department or agency;
- (ii) a sheriff's office;
- (iii) a State's Attorney's office; and
- (iv) the Attorney General's office.

(o) Local department – “Local department” means the department of social services that has jurisdiction in the county:

(1) where the allegedly abused or neglected child lives; or

(2) if different, where the abuse or neglect is alleged to have taken place.

(p) Local State’s Attorney -- “Local State's Attorney” means the State's Attorney for the county:

(1) where the allegedly abused or neglected child lives; or

(2) if different, where the abuse or neglect is alleged to have taken place.

(q) Mental injury – “Mental injury” means the observable, identifiable, and substantial impairment of a child's mental or psychological ability to function.

(r) Neglect – “Neglect” means the leaving of a child unattended or other failure to give proper care and attention to a child by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of the child under circumstances that indicate:

(1) that the child's health or welfare is harmed or placed at substantial risk of harm; or

(2) mental injury to the child or a substantial risk of mental injury.

(s) Police officer – “Police officer” means any State or local officer who is authorized to make arrests as part of the officer's official duty.

(t) Record – “Record” means the original or any copy of any documentary material, in any form, including a report of suspected child abuse or neglect, that is made by, received by, or received from the State, a county, or a municipal corporation in the State, or any subdivision or agency concerning a case of alleged child abuse or neglect.

(u) Report – “Report” means an allegation of abuse or neglect, made or received under this subtitle.

(v) Ruled out – “Ruled out” means a finding that abuse, neglect, or sexual abuse did not occur.

(w) Sexual abuse –

(1) "Sexual abuse" means any act that involves sexual molestation or exploitation of a child by a parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member.

(2) "Sexual abuse" includes:

(i) incest, rape, or sexual offense in any degree;

(ii) sodomy; and

(iii) unnatural or perverted sexual practices.

(x) Unsubstantiated -- "Unsubstantiated" means a finding that there is an insufficient amount of evidence to support a finding of indicated or ruled out.

ANNOTATED CODE OF MARYLAND  
EDUCATION  
DIVISION II. ELEMENTARY AND SECONDARY EDUCATION  
TITLE 7. PUBLIC SCHOOLS  
Subtitle 3. Attendance and Discipline of Students.

**§ 7-306 – Corporal punishment; state code of discipline.**

(a) Corporal punishment prohibited -- Corporation Notwithstanding any bylaw, rule, or regulation made or approved by the State Board, a principal, vice-principal, or other employee may not administer corporal punishment to discipline a student in a public school in the State.



ANNOTATED CODE OF MARYLAND  
STATE GOVERNMENT  
TITLE 8. ORGANIZATION OF EXECUTIVE BRANCH  
Subtitle 3. Executive Action

**§ 8-306 – Change in use, purpose, or function of State facility; acquisition of property**

(a) Definitions –

(1) In this section the following words have the meaning indicated.

(2) (i) "Change the use, purpose, or function" means an abrupt and material change in the type of clients or inmates served in a facility, the licensed purpose of a facility, or the principal activities carried out within a facility.

(ii) "Change the use, purpose, or function" does not mean a gradual change in clients, inmates, or activities due to societal trends or needs.

(3) (i) "Public hearing" means an informational hearing, the sole purpose of which is to obtain public comment and answer public questions.

(ii) "Public hearing" does not mean a contested case hearing under Title 10, Subtitle 2 of this article.

(4) "State facility" means a facility that is owned, leased, or operated by the State for the purpose of providing health, juvenile, or correctional services to clients or inmates.

(b) Change of use; notice required – A principal department of the Executive Branch of the State government may not change the use, purpose, or function of a State facility without giving notice as required in subsection (c) of this section.

(c) Same -- Hearing; notice to public and General Assembly members –

( 1) Before a principal department changes the use, purpose, or function of a State facility, the principal department shall hold a public hearing on the proposed change.

(2) The principal department shall give notice of the proposed change and the hearing:

(i) to the public, by publication once a week for 2 consecutive weeks before the hearing in a regularly published newspaper of general circulation in any county that may be affected by the change; and

(ii) to each member of the General Assembly in whose district the facility is located, by certified mail.

(d) Acquisition of property –

(1) Before a principal department leases or purchases land, buildings, or office space to be used for the purpose of providing health, juvenile, or correctional services to clients or inmates, the principal department shall give written notice of the proposed use of the land, buildings, or office space to each member of the General Assembly in whose legislative district the property is located.

(2) (i) A member of the General Assembly may request that the department hold a public hearing on the proposed use.

(ii) The department on whose behalf the property is being procured or leased shall hold a public hearing on the proposed use upon the request of a member of the General Assembly.

(iii) The department shall give notice of the hearing to the public as provided in subsection (c)(2)(i) of this section.

(e) Recommencing operation of facility –

(1) If, after a principal department ceases its use of a State facility, the principal department or any other principal department plans to recommence operation of the facility as a State facility, and the proposed operation of the facility would change its use, purpose, or function, the principal department shall hold a public hearing on the proposed operation.

(2) The principal department shall give notice of the hearing to the public as provided in subsection (c)(2)(i) of this section.

CODE OF MARYLAND REGULATIONS  
TITLE 16 DEPARTMENT OF JUVENILE JUSTICE  
SUBTITLE 05 STATE OPERATED RESIDENTIAL FACILITIES  
CHAPTER 02 LIMITS ON USE OF RESTRAINTS AND SECLUSION;  
PROHIBITION OF ABUSE

16.05.02 – **Prohibition of Abuse.**

Acts of abuse at a facility are prohibited.

CODE OF MARYLAND REGULATIONS  
TITLE 01 EXECUTIVE DEPARTMENT  
SUBTITLE 04 OFFICE FOR CHILDREN, YOUTH, AND FAMILIES  
CHAPTER 04 RESIDENTIAL CHILD CARE PROGRAMS

**01.04.04.20. – Child Abuse and Neglect.**

A. The licensee shall have and follow a written policy that conforms to State law and these regulations and establishes the procedures to be followed when the licensee has reason to believe that a child has been subjected to abuse or neglect. In addition to all requirements of State law, the licensee shall ensure that the written policy specifies that:

- (1) The individual who notifies the local department of social services or appropriate law enforcement agency under this regulation also shall report and give all information required by State law to the chief executive officer or, if the chief executive officer is the individual alleged to be responsible for the abuse or neglect, a specified officer of the licensee;
- (2) The licensee may not prevent an individual from making a report of abuse or neglect or take disciplinary action against an individual for making in good faith a report of abuse or neglect;
- (3) The licensee shall cooperate in the conduct of any investigation or proceeding brought as result of a report of abuse or neglect by:
  - (a) Allowing employees to participate in the investigation and to provide testimony without loss of leave, pay, or other benefits, and
  - (b) Disciplining employees who fail or refuse to report abuse or neglect when required to do so or who do not cooperate in the investigation or provide testimony when requested;
- (4) Within 48 hours after a licensee files a report of child abuse or neglect with the local department of social services or the appropriate law enforcement agency, or within 48 hours after it becomes known to the licensee that the report has been filed, the licensee shall submit a written report to the lead agency informing it of the activity and, unless inconsistent with the child's individual service plan, inform the child's parent of the allegation; and
- (5) Within 10 days after a local department of social services makes a finding that indicates or confirms that a child has been subjected to abuse or neglect by an individual associated in any manner with the licensee, the licensee shall submit to the lead agency a written final report indicating any necessary corrective action that the licensee will undertake and put into effect not more than 30 days after the final report.

B. The licensee shall ensure that as a condition of employment, all employees read a definition of child abuse and neglect and sign a statement acknowledging receipt of the policy established under § A of this regulation.

C. Upon being notified of or making a report alleging that an employee has subjected a child to abuse or neglect, the licensee shall suspend from duty or otherwise remove the employee from access to the children. Nothing in this regulation prohibits a licensee from suspending without pay or discharging an employee alleged to have subjected a child to abuse or neglect.

D. When the local department of social services asks the chief executive officer to participate on a multidisciplinary case consultation team to investigate a report of child abuse or neglect and to help formulate a corrective action plan, the chief executive officer or designee shall participate on the team.

E. The licensee shall post conspicuously the telephone number supplied by the local department of social services for reporting child abuse or neglect.

CODE OF MARYLAND REGULATIONS  
TITLE 01 EXECUTIVE DEPARTMENT  
SUBTITLE 04 OFFICE FOR CHILDREN, YOUTH, AND FAMILIES  
CHAPTER 04 RESIDENTIAL CHILD CARE PROGRAMS

**01.04.04.21 – Discipline**

The licensee shall:

A. Establish and follow written discipline policies and procedures that:

- (1) Are communicated to the child, the child's parent, employees, and the placing agency;
- (2) Identify all approved forms of discipline;
- (3) Specify the approved procedures for the administration of each form of discipline;
- (4) Identify the staff authorized to administer each form of discipline;
- (5) Include the procedures for training employees in the use and administration of each form of discipline; and
- (6) Periodically review the forms of discipline used for effectiveness and safety;

B. Prohibit physical and verbal abuse, corporal punishment, ill treatment, and harsh or humiliating discipline;

C. Except as part of an organized self-government procedure that is conducted in accordance with written policy and directly supervised by staff, prohibit delegation of discipline to a child or group of children;

D. Prohibit as discipline the:

- (1) Assignment of physically strenuous exercise or work, the withholding of meals, sleep, mail, family visits, or program participation other than recreation or leisure activities;
- (2) Use of chemical restraints, unless in compliance with State law and ordered by a physician;
- (3) Use of mechanical restraints, except as permitted by other applicable State regulations or ordered by a court of competent jurisdiction; and
- (4) Use of physical restraint, except when failure to do so would result in harm to others or to the child or would result in property damage; and

E. If isolating a child in a room separate from the population, ensure that:

- (1) The isolation room is not locked;
- (2) A record is maintained on the use of isolation which documents:
  - (a) Information on the events leading to isolation,
  - (b) The times when the child was in isolation, and
  - (c) The specific reasons for extending isolation beyond 1 hour;
- (3) Only predesignated staff may authorize isolation;
- (4) The period of time in isolation is kept to a minimum;
- (5) At least every 10 minutes, checks are made on the child's emotional and physical state and a decision is made by the designated staff member on whether the child should be retained in isolation; and
- (6) The chief executive officer or designee approves extending isolation beyond 1 hour.

CODE OF MARYLAND REGULATIONS  
TITLE 01 EXECUTIVE DEPARTMENT  
SUBTITLE 04 OFFICE FOR CHILDREN, YOUTH, AND FAMILIES  
CHAPTER 04 RESIDENTIAL CHILD CARE PROGRAMS

**01.04.04.26** – Special Requirements for Secure Care Programs.

A. In this regulation, "secure care program" means a program that employs on a regular basis locked doors or other physical means to care for alleged or adjudicated delinquent children. In addition to the requirements set out in the general regulations for licensees, the licensee shall ensure that a program that provides secure care also meets the requirements of this regulation.

B. Security. In order to obtain and hold a license as a secure care program, a licensee shall:

(1) Identify in its application for licensure the specific security measures to be used and demonstrate that the measures are necessary in order to provide care for the children to be served by the applicant;

(2) Structure the physical plant so that it has:

(a) A 24-hour control center for monitoring and coordinating its security, safety, and communication systems,

(b) A perimeter that can retain the children within it and prevent unauthorized access into it, and

(c) Doors that open out from any room used by children;

(3) Assign and deploy staff so that the children are visually supervised and staff are able to respond immediately to emergencies;

(4) Open mail addressed to a child in front of the child to check for contraband; and

(5) Inspect on a weekly basis the operation of all security devices and inspect for contraband, on a daily basis, all areas occupied by the children, document all these inspections, and immediately correct all problems or defects found during the inspections.

C. Restraints. The licensee:

(1) May use restraints on children only in conformity to this regulation;

(2) Shall have and follow a written policy on the use of restraints that:

(a) Identifies the type of restraints used by the licensee;

(b) Specifies the criteria for the use of each type of restraint and the staff authorized to approve and to use each type; and



- (c) Establishes procedures for the:
  - (i) Monitoring and supervision of children in restraints,
  - (ii) Immediate review of the use of restraints, and
  - (iii) Documentation of each use of restraints;
- (3) Shall prohibit the use of restraint in any manner that causes the child physical pain or undue anxiety; and
- (4) Shall train staff upon employment and annually after that in the proper use of restraint.

D. Locked-Door Isolation.

- (1) A licensee may place a child in locked-door isolation only if:
  - (a) Locked-door isolation is clearly necessary to prevent imminent physical harm to the child or other individuals or to prevent imminent and substantial destruction of property; and
  - (b) Less restrictive methods of behavior control have failed or cannot reasonably be implemented.
- (2) A licensee shall have and follow written procedures for the use of locked-door isolation that identify the staff authorized to approve the use of locked-door isolation.
- (3) A licensee shall ensure that a child placed in locked-door isolation:
  - (a) Does not possess belts, matches, weapons, or other objects or materials that might be used to inflict self-injury;
  - (b) Does not present imminent danger to self or others, is offered every 24 hours 1 hour of large muscle activity that takes place out-of-room and, weather permitting, out-of-doors; and
  - (c) Has all reasonable personal physical needs met, receives all scheduled meals and snacks on time, and is granted prompt access to bathroom facilities.
- (4) Staff shall monitor a child in locked-door isolation by:
  - (a) Maintaining auditory contact with the child at all times;
  - (b) Making visual contact with the child every 10 minutes; and
  - (c) Recording each contact with the child in a written log book.

(5) The licensee shall ensure that a room used for locked-door isolation is designed and constructed to safeguard the health, safety, and well-being of children and that the room has:

- (a) An area of at least 60 square feet;
- (b) A tamper-proof ceiling light fixture with a minimum of a 75-watt bulb;
- (c) A door with a window that is impact-resistant, shatterproof, and mounted to allow inspection of the entire room; and
- (d) Adequate ventilation.

(6) In order for a child to be held in locked-door isolation for longer than 30 minutes during a 12-hour period, the chief executive officer shall:

- (a) Approve the locked-door isolation every 2 hours;
- (b) Obtain for the child every 2 hours an examination by a physician or nurse;
- (c) Notify the placing agency and the child's parent if the locked-door isolation continues for more than 8 hours; and
- (d) Remove a child from locked-door isolation after 72 hours.